

**RESOLUTION NO. 2025-\_\_\_\_\_**

**A RESOLUTION ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING  
DESTRUCTION OF CERTAIN RECORDS FOR SAN BERNARDINO COUNTY FINANCING  
AUTHORITY**

On Tuesday, May 20, 2025, on motion of Director \_\_\_\_\_, duly seconded by Director \_\_\_\_\_ and carried, the following resolution is adopted by the Board of Directors of San Bernardino County Financing Authority, State of California.

**WHEREAS**, the maintenance of records and a Records Retention Schedule results in the effective and efficient operation of the government of the San Bernardino County Financing Authority (Authority); and

**WHEREAS**, a Records Retention Schedule identifies the legal and policy requirements for the retention of various Authority records and thereby indicates when a record may be destroyed; and

**WHEREAS**, the Authority shall review its legal and policy requirements specified within its Records Retention Schedule every two years and to the extent necessary submit a new or revised Records Retention Schedule for review and approval by the Board of Directors; and

**WHEREAS**, Section 26202 et seq. of the Government Code of the State of California provides a procedure whereby any Authority record which has served its purpose and is no longer required may be destroyed;

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF SAN BERNARDINO COUNTY FINANCING AUTHORITY DOES RESOLVE AS FOLLOWS:**

**Section 1.** The records of the Authority, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 26202 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the review and consent of the Authority, without further action by the Board of Directors of the Authority.

**Section 2.** The term "records" as used herein are any, and all, information, in any tangible or electronic form, that has been produced or received by the Authority for the purpose of conducting Authority business.

**Section 3.** Upon adoption by the Board of Directors, this resolution shall supersede any previous resolution pertaining to the adoption of Records Retention Schedule, destruction or disposition of the records of the Authority.

**Section 4.** The Secretary of the Board of Directors shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**Section 5.** This resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** by the Board of Directors of San Bernardino County Financing Authority, State of California, by the following vote:

**AYES:**     DIRECTORS:

**NOES:**     DIRECTORS:

**ABSENT: DIRECTORS:**

\* \* \* \* \*

STATE OF CALIFORNIA                    )  
  )  
SAN BERNARDINO COUNTY                )       ss.

I, **LYNNA MONELL**, Secretary of the Board of Directors of San Bernardino County Financing Authority, State of California, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by the Board of Directors, by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of May 20, 2025.

LYNNA MONELL  
Secretary

By \_\_\_\_\_  
Deputy